

APR 18 2003

4/25  
RC**NOTICE**

3.2.1

**TO:** All Concerned Commanding Officers**FROM:** Commanding Officer, Internal Affairs Group**SUBJECT:** CIVILIAN GUIDE TO DISCIPLINE STANDARDS

April 4, 2003

**RECEIVED**  
APR 17 2003  
MANAGEMENT SERVICES DIVISION

A recent audit of complaint investigations conducted by Internal Affairs Administrative Division (IAAD), involving civilian employees, identified two areas of concern: (1) the use of inappropriate verbiage when structuring allegations; and, (2) the lack of consistency in penalty recommendations for civilian employees. These concerns are significant factors in assessing the appropriate penalty by civilian members appointed to the Civil Service (CS) hearings for non-sworn personnel.

Your immediate attention to this matter is necessary in order to rectify these problems and provide CS board members with adequate information and recommendations of fair and consistent penalties. Since CS board members use the civilian "Guide to Disciplinary Standards" (GTDS) as reference and support when drafting their findings, a copy of GTDS has been attached for your review.

Pursuant to this audit, Review and Evaluation Section and the Advocate Section, IAAD, will conduct periodic audits to ensure that Department personnel abide by the guidelines set forth in the GTDS. Prior to submitting investigations to IAAD, please consider the following recommendations during the adjudication and the assessment of penalty:


- All allegations adjudicated as "Sustained," must be supported by the investigation.
- The verbiage of the allegations must be consistent with the elements of the "Offense," which is listed in the GTDS.
- All penalty recommendations should be consistent with the recommendations listed in the GTDS, documented under the "Suggested Actions" headings. Penalty recommendations should also take into consideration repeated offenses.
- An explanation should be provided in the Letter of Transmittal to address any deviations from the recommended penalties listed in the GTDS.

All Concerned Commanding Officers

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If you have any questions regarding this matter, please contact Captain Pete Trilling,  
Commanding Officer, Internal Affairs Administrative Division, at (213) 485-1486.

  
JAMES S. McMURRAY, Commander  
Commanding Officer  
Internal Affairs Group

Attachment

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